

LICENSING PROCEDURE

The enclosed application form needs to be completed and submitted to the License Bureau along with the license fee, a current financial statement, three (3) contractor references, and the examination.

This application form is a statement of your company structure, experience and equipment. The rest of your application package includes the license fee, a current financial statement, three (3) contractor reference forms and an open-book examination. The contractor references can be on their company letterhead. Please be advised that the application package must be complete in every respect. Your financial statement must meet the financial guidelines listed on page 4 of the application form.

Once the application is approved, a License Certificate and plastic card will be issued. If your application is denied, a letter will be faxed requesting additional information.

The License Act gives the Bureau the authority to investigate the actions of any public works contractor in the State. The Bureau can conduct hearings after due notice that may result in the reclassifying, retyping, temporary suspension or permanent revocation of any license.

If you are licensed by any other state agency please include a copy of that current license. The enclosed Fact Sheet lists other state agencies that require licensing.